

Fleet & Driver Safety



Policy Number: 06.004	Responsible Office: Facilities	Governing Body: College Council	Last Review Date: 2016
Scope: This policy applies to all community members that operate vehicles on Antioch's campus			

I. Introduction

The purpose of this guideline is for vehicle driver safety and the control of vehicle accidents.

II. Responsibilities

- A. The Director of Facilities is responsible for ensuring that Fleet and Driver Safety policies and procedures are established and enforced consistently. This position is also responsible for providing safe equipment free from obvious defects and damage, providing training and information to employees.
- B. College Department Leaders and Supervisors are responsible for ensuring employees follow proper procedures; discuss vehicle and driver safety procedures and best practices.
- C. Staff and Faculty are responsible for following all College procedures and guidelines established in this document, and the safe operation of all College vehicles.

III. Operating College Owned Vehicles

Some employees are required to operate vehicles owned by the College as a part of their duties. Almost all employees operate privately owned vehicles as a part of their daily routine. The following operating guidelines are required for drivers of College vehicles but are applicable to private driving as well:

- A. The most important part of a motor vehicle is the operator. A driver with the proper attitude will be courteous to other drivers, pedestrians, and will obey all traffic laws.
- B. Only drivers with current valid driver's licenses will be allowed to operate College-owned vehicles. The verification process includes personal auto liability insurance.
- C. No employees are authorized to operate any College owned vehicle under the influence of alcohol, illegal drugs, chemical substances, or any medication or drug that can cause drowsiness, poor coordination, or other physical or mental impairment.
- D. All drivers of College-owned vehicles must be of legal age or the age required

by the fleet insurance carrier, whichever is greater. Students may not drive college owned vehicles.

- E. Any operator of a College-owned vehicle who receives a traffic citation for a moving or a stationary violation must report the citation to his/her supervisor immediately.
- F. Repeated traffic convictions, or failure to report traffic accidents or convictions, may result in disciplinary action.
- G. All accidents involving College owned vehicles must be reported to the appropriate supervisor immediately, regardless of the extent of the damage.
- H. Drivers of College owned vehicles are responsible for maintaining the vehicle in a clean and orderly manner.
- I. Drivers of College owned vehicles are forbidden from wearing headphones, headphone radios, or other such devices that might impair their ability to hear surrounding conditions.
- J. Do not give rides to hitchhikers or strangers.
- K. Check your vehicle daily before each trip, and check the vehicle visually each time before driving. Check lights, tires, brakes, and steering in particular. An unsafe vehicle should not be operated until repairs are made.
- L. Traffic laws must be obeyed:
 - 1. Speed shall never be faster than a rate consistent with existing speed laws and road, traffic, and weather conditions. Posted speed limits must be obeyed.
 - 2. Never attempt to exercise the right-of-way; always let the other driver go first.
 - 3. Keep to the right except when overtaking slow moving vehicles, or when getting into a position to make a left turn.
 - 4. Never follow another vehicle so closely that you will not be able to make a safe stop under any condition. Observe Timed Interval and Following Distance guidelines.
 - 5. Turn signals must be used to show where you are heading; while going into traffic and before every turn or lane change. Remember, signaling intentions neither gives the driver the right-of-way, nor guarantees a safe lane change.
 - 6. Slow down and watch for children in school zones.

IV. Passengers

There are to be no other riders in College vehicles other than college staff, faculty or students. Exceptions must be approved by the department supervisor sponsoring event.

V. Vehicle Security

All College vehicles must be locked and secure when unoccupied or not in use. Losses sustained for ignoring this policy will be assigned employee's responsibility.

VI. Vehicle Violations

Moving and parking violations are the driver's responsibility.

VII. Safety Belts

Ohio State statutes require one to wear seat belts when operating a motor vehicle. It is mandatory that all staff, faculty and students wear seat belts while driving or riding in a College vehicle.

VIII. Passenger Safety

The assigned driver of the vehicle is responsible for the safe operation of the vehicle, including the security and conduct of all passengers. No one is permitted to ride standing in a truck. Riders sitting on the outside of a truck bed, or on the tailgate, are prohibited. (Getting on or off a vehicle while it is in motion is strictly prohibited.)

IX. Accidents in College Vehicles

- A. Report all accidents, no matter how small, to your supervisor immediately.
- B. Always call law enforcement officials to report an accident, no matter how minor the damage.
- C. Do not make statements to anyone other than law enforcement officials.
- D. Any accident involving a pedestrian must be reported to your supervisor and law enforcement immediately.
- E. A vehicle insurance certificate is kept in the glove box of all College owned vehicles.

X. Driver's of Personal Vehicles to College Events

College staff, faculty or students who volunteer to drive their personal vehicles and transport passengers to and from college related events must show proof of insurance and valid driver's license. Volunteer drivers of personal vehicles also

assume the risk and responsibility for any accidents resulting in injury or property damage if the driver is found to be at fault.

XI. Maintenance of Fleet Vehicles

- A. College maintenance staff will perform routine inspections of all college vehicles. The following items will be inspected on a weekly basis:
- B. Engine oil, radiator, and other engine fluid levels. Replenish as needed.
- C. Service brakes and emergency brakes are in good working order.
- D. Tire inflation and condition. Report any damaged tires to the appropriate authority and have repairs made or replacements done before starting out.
- E. Check steering components for wheel play and firmness.
- F. Check windshield wipers for condition and proper operation.
- G. Test horn for proper operation.
- H. Check all lights, including any clearance lights that may be present on the vehicle.
- I. Adjust all rear-view mirrors to suit the driver.
- J. Clean all windows completely, especially when they are coated with dew or frost.
- K. Make sure that the first aid kit, fire extinguisher, accident pack and emergency road flares are in place if the vehicle is so equipped.
- L. Benefits of preventive maintenance:
 - 1. Reduction in accidents.
 - 2. Less down time.
 - 3. Reduced maintenance.
 - 4. Improved driver morale.
 - 5. Better sales and public relations.

XII.

APPENDIX A – SPECIFIC ASSIGNED RESPONSIBILITIES

The following are specific assigned responsibilities under this Fleet and Driver Safety Program. The purpose of these assigned responsibilities is to increase ownership in the program at all levels as well as ensuring implementation and compliance with the elements of the program.

Associates identified in each tier group are responsible for performing those specific assignments.

Manager:	Assignment:
<i>Physical Plant Director</i>	<i>Overall Program Compliance</i>

Supervisor:	Assignment:
Maintenance Supervisor	Enforcement of Policies
	Periodic Vehicle Inspection
	Vehicle Maintenance

Employee:	Assignment:

Maintenance Staff	Weekly Vehicle Inspection, safe vehicle operation, adherence to policies.
Housekeeping Staff	Weekly Vehicle Inspection, safe vehicle operation, adherence to policies.
Faculty & Staff	Weekly Vehicle Inspection, safe vehicle operation, adherence to policies.

Others:	Assignment:
Drivers	Check brakes, steering, horn and signals prior to use.

APPENDIX B – TRAINING ATTENDANCE SHEET
FLEET AND DRIVER SAFETY PROGRAM

DATE:	
INSTRUCTOR:	
TRAINING A/V MATERIALS:	

NAME:	DEPARTMENT
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APPENDIX C - VEHICLE INSPECTION REPORT

Check any defective item and give details under "REMARKS."

DATE:					
MAINTENANCE TECH:					
VEHICLE					
	STEERING				
	BRAKES				
	HEADLIGHTS				
	TAILLIGHTS				
	BRAKE LIGHTS				
	TURN SIGNALS				
	OIL LEVEL				
	TRANSMISSION FLUID				
	BRAKE FLUID				
	RADIATOR FLUID				
	SEAT BELTS				
	HORN				
	TIRES				
	WINDSHIELD WIPERS & FLUID				
	EXHAUST SYSTEM				
	OTHER?				
TRAILER:					
	Brake Connections		Hitch		Tarpaulin
	Brakes		Landing Gear		Tires
	Coupling Chains		Lights – All		Wheels
	Coupling (King) Pin		Roof		Springs
			Other		-



APPENDIX D - Antioch College Fleet Vehicle Use Agreement:

The following policies and guidelines must be adhered to by all requesting the use of any College owned vehicle:

1. A valid driver's license must be presented and a copy of the driver's license will be kept on file. Driver must also show proof of personal car insurance.
2. Only college employees may drive college vehicles. **Students are not permitted to be drivers.**
3. The department requesting the vehicle must ensure the gas tank is refilled prior to returning.
4. The driver must adhere to all applicable state laws.
5. Report any accidents, damage or moving violations that occur during the time you use this vehicle.
6. The operator of the vehicle will assume full responsibility for any fines/penalties resulting from traffic or parking violations arising out of the use of this vehicle.
7. College vehicles may **not** be used for personal business.
8. Do not drive any vehicle under the influence of alcohol or drugs.
9. Do not pick up hitch hikers or unauthorized passengers.
10. Avoid the use of hand held cell phones or other devices while driving any vehicle. Pull the vehicle over to a safe area to use such devices or have a passenger operate them.
11. Always ensure the vehicle ignition is off and the vehicle is locked when unattended.
12. Drivers and passengers are required to wear seat belts while traveling in any college vehicle.
13. During long distance trips, drivers should rotate every 2 hours. No driver should drive more than 10 hours in a 24 hour period. If there are not enough drivers to rotate, then an overnight stay should be planned.
14. Avoid conditions that lead to loss of control, driving while sleepy or inattentive, driving too fast for road conditions. If weather is inclement, delay trip until conditions improve.
15. Each driver is responsible for checking the conditions of his or her vehicle for safety defects prior to use.

I have read and understand this Vehicle Use Agreement and agree to comply with all of these policies and guidelines. I understand that any falsification of information or failure to comply with any of these stated policies and guidelines may result in removal of driving privileges and/or disciplinary action.

Applicant Name _____

Date _____

Signature _____